



MEMORANDUM – OFFICE OF THE TOWN ADMINISTRATOR

TO: Board of Selectmen
FROM: Walter P. Johnson, Town Administrator
RE: Weekly Report
DATE: November 16, 2015
CC: All Departments



Town Administrator: This week activities included wrapping up the review of proposed Department Head's FY16 budgets. The proposed Town Administrator's budget will be finalized within the week in preparation for delivery to the Select Board on December 3rd. Our 2015 property tax rate was finalized by the NH Department of Revenue on Friday and property tax bills are scheduled to be mailed on or before November 20th. The total 2015 rate is \$9.01 up from \$8.86 in 2014. The unscheduled shimming and paving to portions of Moultonboro Neck Road was completed this week. On Tuesday morning several staff members participated in a wellness clinic at the Public Safety Building sponsored by the Joint Loss Management Committee. The clinic included biometric screening, dispensing of flu shots and sampling of healthy treats! Many thanks to Ken Filpula and Heidi Davis for a great job organizing this event! On Friday Town Engineer Ray Korber presented an update on the Village Sidewalk project. An issue with the width of the State's right of way may challenge some of the project in certain areas on the south side of Route 25.

Finance: Nothing to report this week.

Assessor: Vision Government Solutions has begun the measure and list project for 2016. This week Vision personnel will be measuring the exterior of properties in the Lees Pond area and possibly in the Skyline Drive area. They will attempt an interior list – (review of interior features) - if an adult is home. All Vision personnel drive marked vehicles and carry a photo ID as well as an introductory letter from the Town.

Tax Collector: Nothing to report this week.

Town Clerk: On November 2nd and 3rd I set up the Town Clerk's Clearing account with the new Meredith Village Savings Bank cash management software. I worked with Lakes Region Computer to get a validator and printer problem solved. The office prepared, stuffed and mailed out December motor vehicle renewal letters. We have been receiving a number of calls on Aqua Therm permits.

Public Works & Facilities: In preparation for the winter, all small equipment engines were winterized with AV fuel, including the School District's tractor by removing the backhoe attachment. A local mechanic completed the automatic transmission fluid and filter changes/flushes on the pick-up trucks and F550 dumps. Truck #10 was evaluated by the plow frame up-fitter due to the wing hitch showing metal fatigue (8 years old) and noted metal cracks. It was recommended immediate repair/reconstruction of the hitch with an estimate repair cost of approximately \$5,000. The vehicle was taken to the vendor for repair, as it is not in serviceable condition. Truck #2 and #5 were taken to the Ford dealer for a bad rear end noise and transmission thermostat and low fuel pressure issues. Truck "On Spots" chains were put on trucks #9 and 4, and #9 was treated with fluid film. The crew replaced plow headlights with new

halogen headlights on truck #7. WMF's loader had a blown hose replaced by the Komatsu dealer. The crew picked up trees that were cut by the contracted tree company at Long Island Beach and Ben Ayers Road. On Glidden Road, Highway removed stumps along with cleaning up the roadside slope and/or filled in where needed. The local excavation contractor completed stump removal and disposal on Ferry Road. Ferry Road and the Playground's parking lot was graded by the crew after being rutted by some vehicles horse playing and digging it up. The crew attended a JLMC wellness clinic at the PSB on Tuesday morning with many accepting a flu shot and getting their blood pressure, glucose and BMI scores done as well. Agent Kinmond and TA Johnson reviewed 2016 Road Projects and treatments with onsite. Agent Kinmond also met with the Library Trustees to discuss pedestrian safety in the Library parking lot and some low cost items to help with pedestrian awareness. Agent Kinmond met with the Town Engineer, Planner and TA Johnson to review the Sidewalk Survey and ROW constraints. Agent Kinmond and NHDOT District #3 engineers attended the Planning Board General Dollar site visit. NHDOT paving is underway on Moultonboro Neck (south of Churchwood Drive) to Long Island Bridge and on Long Island Road from the bridge to Harilla Landing. Agent Kinmond assisted citizens with questions regarding the NHDOT and Town maintenance of Moultonboro Neck and Long Island Road. Also an update on the Castle Shore project was provided, and with the good weather a local excavation contractor will do stump removal and disposal this coming week. If weather allows we will also attempt to install a catch basin and cross culvert at the intersection of Baden and Castle Shore Roads. Paving will occur in the spring of 2016.

Facility & Grounds Division: Weekly building checks, trash and recyclables were completed. A replacement Elm tree was purchased and planted at the Playground tennis court area and the older sickly tree was replanted elsewhere in hopes that it will revive. The grounds crew did fall cleanup at Ames, Holland, Red Hill and Ossipee Park Road cemeteries and Highway assisted with leaf collections. The Facilities staff coordinated with the flooring contractor for the new floors to be waxed at Town Hall, and Highway moved/replaced the furniture. The Facilities staff also assisted with JLMC reset of the PSB training room, and oversaw the repairs to the side of the storage bay roof at the Neck Fire Station. The painting contractor repainted the ladies' bathroom and the offices vacated by the VNA.

WMF Division: The loader had a blown hydraulic hose and was out of service requiring the dealer to replace it. Highway assisted and provided WMF with a backhoe for the weekend for debris container management. Agent Kinmond used a dump truck to assist with moving a demo container that was full and had to be swapped out. On Monday the MSW and the single stream disposal area will be surveyed in preparation for DES permitting and the RFP documents for construction and installation of additional compactors.

Moultonborough Police Department: The Moultonborough Police Department recorded 361 log entries, which included the following calls for service, 29 motor vehicle stops, 13 assists to Fire/EMS, 1 Directed Patrol, 1 arrest, 6 complaints, 4 MV Accidents, 1 MV Complaints, 12 residential alarms, 4 commercial alarms and 1 K-9 complaint.

Training: Nov. 11th, Sgt. Fulton, Sgt. Boucher, MPO Beaulieu and Off. Quinlan attended Fall Firearms Training. Nov. 13th, Det. John attended Social Media Investigation and Investigating on the Internet at Grappone Center in Concord.

Moultonborough Fire Department: Year to date there has been 776 calls for emergency service. For the period of 11/6/15 to 11/12/15 there were 14 calls for service: (6) Medical Emergencies, (1) CO Incident, (1) Heat from short circuit call, (1) Motor Vehicle Accident, (1) Good Intent Call, and (4) False Fire Alarms. MFR received automatic aid assistance on one call from Center Harbor and on one call from Sandwich.

Overall Average Response Time (Time of dispatch to apparatus/rescue on scene): 10:25 minutes

Overall Average Manpower per incident: 4 Firefighters/Incident

Day Time Average Response Time (Time of dispatch to apparatus/rescue on scene): 9:24 min.

Overall Average Day Time Manpower per incident: 4 Firefighters/Incident

Night/Weekend Average Response Time (Time of dispatch to apparatus/rescue on scene): 11:09 minutes

Overall Average Night/Weekend Manpower per incident: 4 Firefighters/Incident

Operations: 11/7, the Department conducted a live fire training session at an acquired structure on Ben Berry Road. The building belonging to the McCarthy family was being torn down and was offered to the Department to use for training. Chief Bengtson worked with Deputy Coordinator John Beland of the Lakes Region Mutual Fire Aid Association to prepare and plan for the live fire training. The required permits were obtained from NH DES and notification was made to adjacent property owners and occupants using a community announcement via CodeRed. The Department conducted 11 burns in the building before allowing it to completely burn around noon. Mutual aid companies from Center Harbor, Sandwich, Gilford, Franklin and Tilton-Northfield participated in the training exercise. 11/9, the Department participated in a mutual aid water supply drill at the Sandwich Fairgrounds. After planning and determining the required water flow needed for the "Oxen Barn", companies from Sandwich, Moultonborough, Center Harbor, Meredith, Holderness, Tamworth and West Ossipee supplied water to two attack apparatus using large diameter hose lays and tanker shuttling operations. The Department also held a Department Meeting, issued 1 Oil burner inspection, and 3 Fire permits were issued.

Office of Development Services Planning: Nothing to report this week.

Human Services: Nothing to report this week.

Recreation Department: Registrations closed for the 2015-16 youth basketball season. Last week's clinics were well attended and taught by Matt Swedberg and Jim Duddy and high school students from both teams. Last Thursday, November 12, MRD offered an after school program for the early release day at MCS. The program was open to students in grades 3-6, and ran at MCS from 12:15-3:15 p.m., with 16 participants. On December 12, MRD has a trip planned to see the Boston Pops at the Verizon Wireless Arena. We are currently taking a wait list.

Important Dates to Remember

Cancelled Board of Selectmen's Meeting, November 18 & 19, 2015

Happy Thanksgiving, All Non-Essential Departments Closed, November 26 & 27, 2015

Board of Selectmen's Meeting, December 3, 2015

Board of Selectmen's Budget Work Session, December 4, 2015, 8:30 AM

Board of Selectmen's Meeting, December 10, 2015, 7 PM

Cancelled Board of Selectmen's Budget Work Session, December 11, 2015

Board of Selectmen's Meeting, December 17, 201, 7 PM

Board of Selectmen's Budget Work Session, December 18, 2015, 8:30 AM

Staff Meeting, Tuesday – December 1, 2015, 9 AM